



# **OPA DATABASE GUIDES**

## **FOR**

# **PUBLIC USERS - REPORTS**

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**VERSION 1.0**

Prepared by:  
Primescape Solutions, Inc.

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# REPORTS

**Objectives:**

- Accessing Reports
- Generating Reports

| REPORTS   |   |
|---|---|
| DETAILS   | EXAMPLE   |
| <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• The Reports menu and Reports link under Useful Links section navigates to a landing page to select and generate specific business Reports.</li> <li>• Most of the reports are downloaded into Microsoft Excel spreadsheets format and can be saved.</li> <li>• Two most frequently generated reports are Daily Reports and Real Time Reports for the three business areas: Covered Entity, Contract Pharmacy and Manufacturers.</li> <li>• Daily Reports are generated with a date and timestamp as of yesterday and the information is derived by that date and timestamp.</li> <li>• Real-Time Reports are generated with a date and timestamp within a few minutes of generating the report.</li> </ul> |  |



***It may take several minutes for a report to download the first time a report is being run.***

**REPORTS**
**DETAILS**
**EXAMPLE**
**Accessing and Generating Reports**

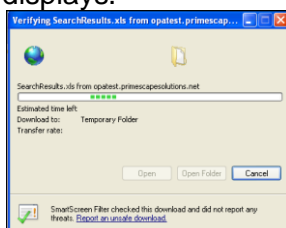
- Click on a Reports link and the Reports screen displays.



Click on the  to expand the type of reports (i.e., Daily Reports).

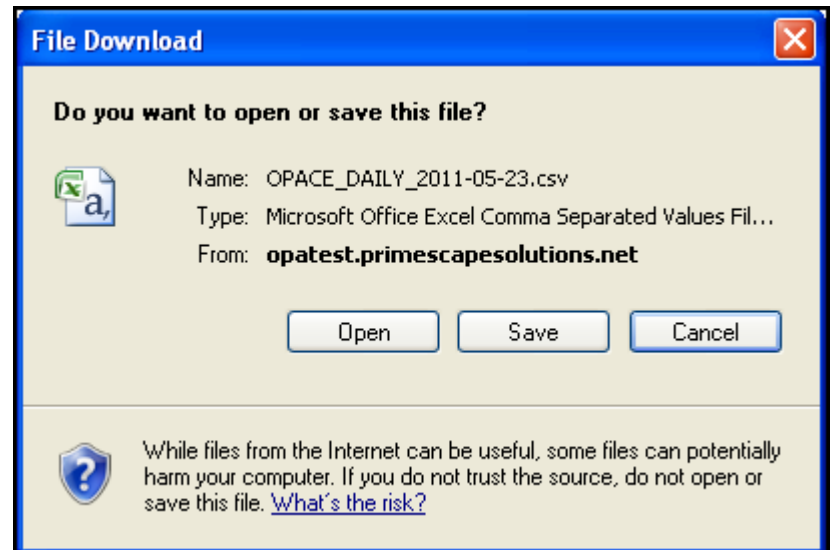
- Click on a link and the applicable report displays.

- Select  button to open file, or  button to save file.
- Verify Search Results window displays.



- Click the  button to and the Excel spreadsheet displays. Or, Click the  button to cancel.

- Excel spreadsheet displays. This is a partial view.



| 340B ID      | Entity Name                             | Entity Sub-Division Name            | Approved | Participating | CE Add Date | CE Term Date | CE Certified Date | Entity Address 1            |
|--------------|---|-------------------------------------|----------|---------------|-------------|--------------|-------------------|-----------------------------|
| BL040600     | MOUNTAIN COMPREHENSIVE HEALTH CORP.     | WHITESBURG MEDICAL CLINIC           | 1        | 1             | 10/1/2004   |              |                   | 226 MEDICAL PLAZA LANE      |
| BL040608     | MOUNTAIN COMPREHENSIVE HEALTH CORP.     | LEATHERWOOD/BLACKKEY MEDICAL CLINIC | 1        | 1             | 10/1/2004   |              |                   | 464 KENTUCKY HWY 699        |
| BL040600     | MOUNTAIN COMPREHENSIVE HEALTH CORP.     | OWSLEY COUNTY MEDICAL CLINIC        | 1        | 1             | 10/1/2004   |              |                   | NEW HIGHWAY 11, BEATTYVILLE |
| BL040601     | MOUNTAIN COMPREHENSIVE HEALTH CORP.     | HARLAN MEDICAL CENTER               | 1        | 1             | 10/1/2004   |              |                   | 132 VILLAGE CENTER          |
| CAH051324-00 | NORTHERN INYO HOSPITAL                  |                                     | 1        | 1             | 8/17/2010   |              |                   | 150 PIONEER LANE            |
| CAH131325-00 | BMH, INC. DBA BINGHAM MEMORIAL HOSPITAL |                                     | 1        | 1             | 9/8/2010    |              |                   | 98 POPLAR                   |